

15 September 1975

MEMORANDUM FOR: Chief, Logistics Services Division, OL  
Chief, Printing and Photography Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate and Construction Division, OL  
Chief, Supply Division, OL

SUBJECT : Update of DD/A Almanac

1. In the Acting Director of Logistics (A-D/L) staff meeting of 4 September, the need to update the DD/A Almanac was identified. Historically, the Almanac has been a page-for-page duplicate of the D/L's Briefing Book. The Assistant for Coordination, DD/A, has requested, however, that the update be " . . . more concise and polished" and that the information presented be accurate, employ clarity of format, delete that which is not now pertinent, and add that which is appropriate.

2. Some degree of license has been authorized in developing a new format, particularly in the interest of achieving the above, providing similarity in the information sequence, and simplifying the data-gathering process. Division inputs are requested to follow a basic outline as follows:

a. A series of "one liners" which clearly define the division's mission. (See attached sample.) Fifteen lines should be sufficient in most cases to indicate the major areas of responsibility. It is suggested that they be listed in order of importance where feasible.

b. Statistics of significance, FY 1974/FY 1975 comparison. This data should be oriented in the direction of productivity or achievement wherever possible. It should relate to mission accomplished, as previously identified. (See paragraph 3 below.)

c. This portion should contain brief paragraphs of significant achievements or changes accomplished during FY 1975 which do not adapt themselves to the statistical data identified in subparagraph 2b above. The second part of this portion should identify FY 1976 expectations--brief resumes of significant plans that will be initiated and/or achieved this year.

Subject matter can include such items as organizational changes, equipment and/or methodology changes, relocations, major projects, etc.

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3. Office of Logistics staffs will be tasked to furnish data on matters such as component staffing, budget, ADP activities, etc. Attached to this memorandum is background and source material extracted from the FY 1976 Program Call and the D/L's Briefing Book. Copies of the latter have been annotated relative to material recommended for retention and deletion.

4. The AC/DDA's proposed deadline for project completion is 30 September. It is recognized, however, that other activities of a more pressing nature within divisions may take precedence over this project, and we are, therefore, hopeful of an extension if necessary. Call me on extension 3491 if you have questions.



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Office of the Executive Officer, OL

Att

RESPONSIBILITIES

Logistics Services Division is the focal point for:

- a. Administrative supplies and equipment
- b. Local passenger transportation and vehicular maintenance
- c. Mail and courier service
- d. Pneumatic tube system
- e. Building and grounds maintenance
- f. Classified waste disposal
- g. Emergency control center and snow removal
- h. Space planning, design and allocation
- i. Move planning and management
- j. Parking areas -- Headquarters
- k. Executive dining
- l. Day to day liaison with GSA Group Forces, GSI, and vending machine companies
- m. Miscellaneous, i.e., Youth Opportunity Campaign Program; Auditorium (scheduling, equipment, projection technician)
- n. Overseeing cafeteria operations

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Introduction and Content

THE OFFICE OF LOGISTICS (OL) RESPONSIBILITY: THE DIRECTOR OF LOGISTICS IS RESPONSIBLE FOR PLANNING AND IMPLEMENTING AGENCY LOGISTICS SUPPORT; FOR THE PROCUREMENT, DISTRIBUTION, ACCOUNTABILITY, AND DISPOSITION OF AGENCY EQUIPMENT, SUPPLIES, AND REAL ESTATE; FOR THE TRANSPORTATION OF PERSONNEL, EQUIPMENT, AND SUPPLIES; AND FOR PRINTING, MAIL, AND COURIER SERVICES.

The foregoing is a broad definition of the OL mission. In order to further define and delineate OL functions and activities, this briefing paper has been assembled as it relates to the organizational structure of the Office. *Content is as follows: Highlights from within the Office of the Director are contained in the first section. Sections Two through Six contain information on the OL Divisions - their responsibilities, significant statistics, accomplishments and expectations.*

Organizational Chart

Summary of Personnel Commitment to Logistics Functions for FY 1976

OL Position Summary, by Component/Function

OL Operating Budget, FY 1975/FY 1976 Comparison

Office of the Director Function Statements and Significant Information

OL Division Responsibilities, and Significant Information: *Statistics, Accomplishments and Expectations:*

Logistics Services Division

Printing and Photography Division

Procurement Division/Procurement management Staff

Supply Division

Real Estate and Construction Division

*status of claims  
overview of O/L  
ADP applications  
this input*

Identification

Package Name	Logistics Management	Package Number	OL 1
Directorate	DD/A	Component	Office of Logistics
Organizational Unit	Office of the Director		
Program Category	Program Wide - Support Services		

Purpose and Description of the Package

General

Resume of Functions within the Office of the Director

In addition to his role as Chief Executive Officer (CEO) of the Office of Logistics (OL), the Director of Logistics (D/L) is responsible for management of the Agency's logistics systems that support worldwide intelligence production and operations and for management of printing and logistics services provided to all Agency components in the metropolitan area. To carry out these responsibilities, several staffs assist the D/L.

Office of the Executive Officer

Provides support to the D/L in the management and administration of OL and performs other functions as directed by the D/L. Supervises the activities of the Records and Services Branch and the Budget and Fiscal Branch. Serves as action and focal point officer for responses to inquiries under the Freedom of Information Act and inquiries from Presidential and Congressional investigative committees.

Privacy Act

Records and Services Branch

Maintains centralized registry; serves as records manager for OL; maintains official files; controls distribution of all cable traffic for appropriate action; processes and distributes mail; and provides reproduction facility.

*- maintains a document copying facility*

Budget and Fiscal Branch

Provides technical support to the D/L and OL managers in planning, preparation, and execution of the OL budget which funds costs of personnel, operating expenses, and support items of common Agency concern. Provides centralized funds control and issues reports for D/L management of Agency funds for materiel procurement through OL facilities.

Logistics Management (Cont'd)

Purpose and Description of the Package (Cont'd)

Procurement Management Staff

Monitors procurement policies and practices and implementation of efficient contract procurement systems Agency-wide. Provides staff supervision and administration of selected procurement activities, executes certain contracts, and maintains procurement data and information systems for Agency procurement management purposes. *(note: the <sup>current</sup> activities of this Staff are described in further detail in Section \_\_\_\_\_, pages \_\_\_\_\_.)*

Security Staff

Provides industrial security guidance to Agency procurement officers and contractors. Inspects contractor plants.

Plans, and Programs Staff

*activities and* Identifies, reviews, and recommends improvements in logistics policies, procedures, and operations; develops and implements new logistics programs; provides staff assistance and guidance on all aspects of the logistics systems to achieve more efficient utilization of resources. Participates in special and administrative projects, programs, and functions as directed by the D/L, including claims adjudication, suggestion evaluation, emergency plans, statistical analyses, briefing guidance, military liaison, ~~and~~ MBO equal employment opportunity. Carries out coordination on design and development of OL ADP requirements, implements and operates ADP systems in cooperation with OJCS and logistics users.

Personnel and Training Staff

Provides adviser and recorder service to the D/L and to the Logistics Career Panels on rotations, promotions, development, and use of personnel within the Logistics Career Service; <sup>sub group</sup> provides employee guidance on career planning, problems, and benefits including retirement; provides a training capability within OL; maintains comprehensive, specialized personnel data for use in personnel management decisions.

Outputs and Customers/Recipients

The principal outputs are actions involving plans, direction, communications, coordination, control, and reports in the management of OL activities and of the Agency's logistics systems. Customers/recipients are the organizational components of OL, the DD/A, and all Agency components world-wide.

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